



Paulsdale Site Rental: *Meeting Package*

2021

Alice Paul Institute
128 Hooton Road
Mount Laurel, NJ 08054

 ALICE PAUL
INSTITUTE

Site History

Host your next meeting at the Alice Paul Institute, a National Historic Landmark. The ca. 1800 house was the birthplace and family home of Alice Stokes Paul (1885-1977), who courageously led the final campaign for women's right to vote and authored the Equal Rights Amendment. The house, restored to appear as it did during the Paul family's residence, offers a variety of interior and exterior spaces for meetings and special events. The interior space available for meeting packages encompasses the first floor of the building, including 3 historic rooms, a modern kitchen, and an accessible restroom. Outside, your attendees can enjoy the covered porch and lawn.

Meeting Packages

Included

- First floor rooms and wraparound covered porch
- Modern kitchen (staging kitchen with 4-burner gas stove and convection oven)
- First and second floor restrooms (3 stalls total)
- 45 padded folding chairs
- Tables: 4 feet (2) and 6 feet (4)
- Wi-Fi guest network
- 30 parking spots in back parking lot

Not Included

- Any assistance from API staff with set up, breakdown, trash disposal, etc.

Optional Add-On

- Depending on availability, a tour guide can provide a house tour or presentation as a part of your meeting for an additional fee

Time

Meeting rentals are available for both half-day (4 hour) and full-day (8 hour) increments. Availability is as follows:

- Days and Times:
 - Monday, Tuesday, Wednesday, & Thursday: 8 AM – 6 PM
 - Friday: 8 AM – 12 PM

Renters will not have access to the site prior to 8 AM or after 6 PM. Rental times include set up and breakdown time for the event.

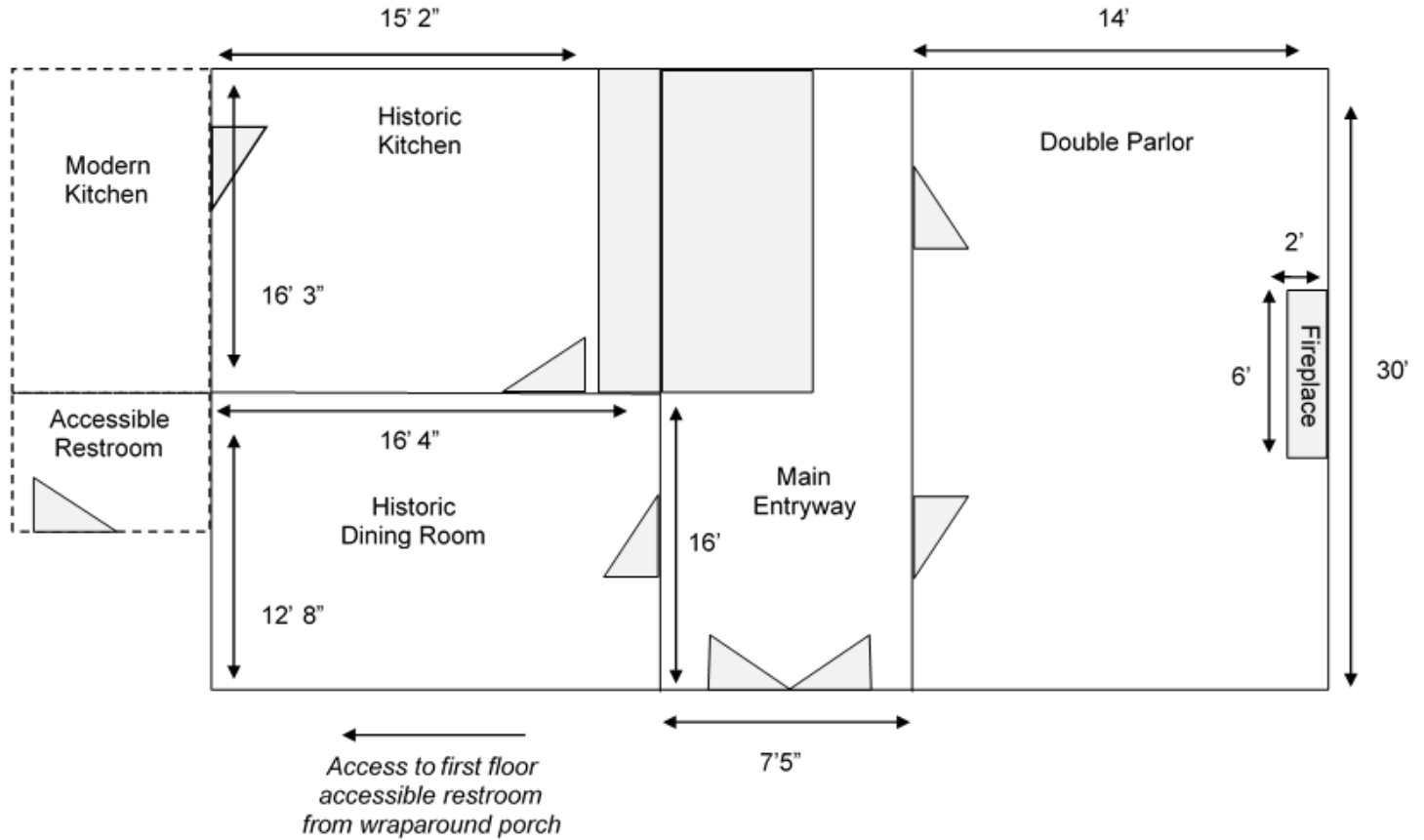
Cost

Half Day: \$400

Full Day: \$750

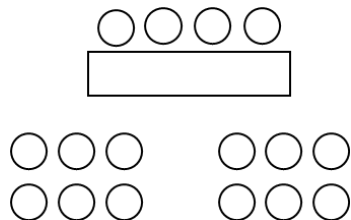
Floor Plan & Capacity

Below is a diagram of the first-floor rooms of Paulsdale included in the rental. Rooms not included in the diagram but included in the rental are the first-floor accessible restroom, modern kitchen, and second floor bathrooms. Doorways are depicted with triangles. The width for all interior doorways is 35". The width for the double door main entrance is 51".

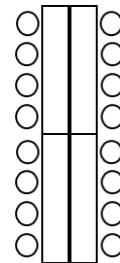


The Double Parlor is most accessible for meetings with the Historic Dining Room and Historic Kitchen being used for tertiary planning space or breakouts. The Double Parlor room capacity is 40 for Theater and 22 for Boardroom. If you would like to do a non-traditional table and seating arrangement, capacity varies.

Theater



Boardroom



Site Rental Fact Sheet

Rental Process

If interested in renting Paulsdale for a meeting, please contact Operations Director Colleen Tryner at ctryner@alicepaul.org or 856-231-1885. Please be prepared with possible dates and times for your meeting that can be checked against our calendar. The process is as follows:

- Renter(s) will be provided with a blank rental contract to review. Renter(s) must review the rental contract in full and be sure they can comply with all rental requirements and restrictions.
- Renter(s) will fill out the relevant contact and rental information.
- Renter(s) will sign the required pages of the rental contract and return it to the Alice Paul Institute for final review and signature by the Executive Director.
- When signing the contract, Renter will submit at least 25% of the rental fee and a \$250 refundable Security Deposit. With the signed contract and payments, the Renter's date will be reserved for the meeting or event.
 - The rental fee and refundable Damage Deposit of \$250 must be paid by cash, credit card, or check payable to Alice Paul Institute.
 - The Security Deposit is returnable to the Renter(s) up to two weeks after the event, once property has been inspected for any damage resulting from the meeting.
 - In the case of damage to the property, the Security Deposit of \$250 will be applied toward the total cost for repairs. The Renter(s) will be responsible for costs in excess of \$250.
- Following payment, basic insurance requirements need to be met by the Renter and/or Caterer. A certificate of insurance must be provided naming the Alice Paul Institute as an additional insured. The policy can be general liability, personal liability, a single day policy, or a combination of general liability or personal liability with an umbrella supplemental policy with coverage not less than \$1 million per occurrence /\$2 million aggregate for personal injury and property damage which might result from the Renters' use of the facility. Additional detail is outlined in the rental contract.
- Renter(s), or an office representative, must schedule at least one visit to Paulsdale during open office hours prior to the event to have a clear understanding of the site and discuss plans with a staff member.

Restrictions

- No open flames permitted inside the building or anywhere on the property.
- Smoking is not permitted inside the building or anywhere on the property.
- Due to the Township of Mount Laurel noise ordinance, events cannot go past 10 PM.
- All activities must be confined to API property. Neighbors' property should be respected at all times.
- No decorations can be attached to the walls, panels, or moldings of the house.
- The sale of alcohol is restricted to permit holders.
- The throwing of confetti and other non-biodegradable materials is not permitted on the premises.

Accessibility

Accessible parking is available in a small lot close to the house. A wheelchair ramp is easily accessed off the circular drive. The first floor is accessible with interior doorways measure 35" wide. There is a first-floor accessible restroom which can be accessed from the covered porch.

Interior Photos of Paulsdale



Dining Room (left of entryway)



Historic Kitchen (left of entryway)



Entryway



Double Parlor (right of entryway)



Double Parlor set Boardroom style

Catering

The Renter may use any caterer of their choosing, provided that the caterer has current permits for serving alcohol and beverages and meets API's specific liability insurance requirements.

The Alice Paul Institute does not have a preferred catering list you must adhere to, but we do have suggestions for local establishments that do catering. For delivery, our address is the Alice Paul Institute at Paulsdale, 128 Hooton Road, Mount Laurel, NJ 08054. When you call to place your order, please mention the recommendation came from the Alice Paul Institute at historic Paulsdale.

Cathy's Catering

15 East Main Street, Moorestown, NJ 08053

Phone: 856-222-0505

<https://www.cathyscatering.com/>

Victoria's Bagel Bistro

3131 Route 38 & Larchmont Blvd, Mount Laurel, NJ

Phone: 856-222-1200

<http://victoriasbagelbistro.com/images/April2016front.pdf>

Whole Foods Catering

940 Route 73 North, Marlton, NJ 08053

Phone: 856-797-1115

<http://wholefoodsmarket.com/stores/marlton/catering-menu/>

Wegmans Catering

2 Centerton Road, Mount Laurel, NJ 08054; 856-439-7370

<http://www.wegmans.com>

Panera Bread

1500 Nixon Drive Moorestown, NJ 08057

Phone: 856-802-0777

<https://catering.panerabread.com/#/>

Shop Rite

127 Ark Rd, Mt Laurel Township, NJ 08054

<https://deliorder-web.shoprite.com/stores/212/departments>